

SITE JOURNAL CONTENTS

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A. SITE INSPECTION

To be filled out by the Field Coordinator prior to any Full Encampment Clean Up and as part of any Obstruction or Hazard Removal. Site Journals and photos should be saved in the appropriate folder in the [G:\FAC\Encampments\Encampment clean ups](#) directory.

Site: Thornton Creek **Date of First Inspection:** 7/9/18
Site Address: 95th & Sandpoint Way **Date of Clean-Up:** 7/23/18
Inspection By: J. Shepard **SERIS #** 2473-01
Referred By: SERIS, Parks, Community **Photos to FAS?** Yes No

SITE OCCUPANCY DATA

Date of Inspection	Tents	Structures	Bed Rolls	Vehicles	TOTAL COUNT
7-9-2018	5	0	0	0	5

SITE CHARACTERISTICS

- Park Yes No
- Sidewalk Yes No
- Within 50ft of a water body or wetland Yes No
- Roadway Yes No
- Within 50ft of a Guardrail Yes No
- Heavy Traffic Yes No
- Near Industrial Zone Yes No
- Forested Area Yes No
- Play Area Yes No
- Rented Area Yes No
- Slope Yes No
- Slide Zone Yes No
- Fire Yes No
- Other: Yes No
- Other: Yes No
- Other: Yes No

HEALTH CONDITIONS

- Disorganized Yes No
- Garbage/Bagged Yes No
- Garbage/Loose Yes No
- Garbage/Bulky Items Yes No
- Garbage/Metal Yes No
- Human Waste Yes No
- Rats/Mice Yes No
- Hazardous Materials Yes No
- Falling Tree or Limbs Yes No
- Chemical Waste Yes No
- Fires Yes No
- Criminal Activity Yes No
- Weapons Yes No
- Open Alcohol Yes No
- Sharps Yes No
- Property Damage Yes No

TOTAL COUNT: 4

TOTAL COUNT: 7

EXHIBIT A: SITE INSPECTION PHOTOS

During a site inspection, Field Coordinators should take photos of the following and store the photos in the appropriate G: Drive folder:

- Cross Street Signs
- General Photos of the Encampment
- Photos of Individual Tents
- Debris Fields
- Obstructions or Hazards
- Vehicles/RVs /License Plates

NAVIGATION TEAM ASSESSMENT		
<input checked="" type="checkbox"/> Full Encampment Clean Up	<input type="checkbox"/> Obstruction Removal	<input type="checkbox"/> Hazard Removal
	<input type="checkbox"/> Tent on side walk	<input type="checkbox"/> Safety of Occupant
	<input type="checkbox"/> Blocking intended use of facility	<input type="checkbox"/> Safety of other near and around camp
		<input type="checkbox"/> Cleared by scheduled contractors- FAS
		<input type="checkbox"/> Remand to SPU
PRE-JOB SITE ASSESSMENT & INSTRUCTIONS		Specifications/Notes
Uneven Terrain (Fall Protection Required)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	_____
Waste Hauling to Dump	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	_____
Waste Hauling to Other Location	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	_____
SPU ASSESSMENT & INSTRUCTIONS	Date	Requirements:
<input type="checkbox"/> Litter removed -area more than 20 feet from active camp		<input type="checkbox"/> Field Coordinator accessed
<input type="checkbox"/> Illegal Dumping -Encampment Related Trash		

B. RESOURCE PLANNING

SITE CREW ASSESSMENT of FIELD CONDITIONS

JOB SITE INSTRUCTIONS

- | | |
|---------------------------------|---|
| Fall Protection Required | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Waste Hauling to Dump | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Waste Hauling to Other Location | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Vegetation Pruning | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Biohazard Waste | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

Specifications/Notes

EXTERNAL CONTRACTORS

	Total	Description
Number of Labor Crew Involved	2	Cascadia 2 staff no trailer
Number of Hazmat Crew Involved	1	
Number of Truck Drivers Approved	1	
Number of Full Time Days On-site Approved	1	
Number of Partial Days On-site Approved	0	
Total Hours Approved	8	

INTERNAL CLEAN UP TEAMS

	Total	Description
Number of Heavy Teams	0	
Number of Light Teams	2	1 light Parks teams with packer support
Number of Full Time Days On-site Approved	1	
Number of Partial Days On-site Approved	0	
Total Hours Approved	8	

STAGING LOCATION

Date: 7/23/18 Time: 0900 Location: NE 95th St & Sand Point Way NE

C. PRE-CLEAN UP ACTIVITIES

EXHIBIT B: SITE POSTING PHOTOS

- Regular Encampment Clean-up:** 72-hour Notice
- Obstruction or Hazard Clean-up:** Notice of Immediate Removal

- Cross Street Signs
- General Photos of the Encampment
- Postings on Individual Tents
- Postings within the Vicinity
- Documentation of the Actual Obstruction or Hazard

Field Coordinators should take photos and collect photos from the Navigation Officers and store them photos in the appropriate G: Drive folder:

EXHIBIT C: OUTREACH REPORT

The Outreach Coordinator will provide a consolidated report for both pre-engagement and day-of activities of the outreach and Navigation team.

Date	Type	Location	Male Outreach	Female Outreach	Non-specific Gender	Total Number of People Contacted
7/20/2018	Outreach	Thornton Park 95th & Sandpoint	1	1	0	2

D. DAY OF CLEAN-UP

For **regular encampment clean-ups**, all checklist items must be marked “Yes” at the start time of the event in order proceed with the clean-up. If for any reason the of the following questions are answered “No” – **the Field Coordinator must immediately halt the clean-up activities.** Hazard and Obstruction clean-ups are excluded from this.

FIELD COORDINATOR Laura Beck

CHECKLIST for ENCAMPMENT CLEAN UP

Notice posting is 72 hours in advance of cleanup (Date:)	<u>7/19/18</u>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Cleanup is occurring on date specified in notice		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Outreach was provided before the cleanup (Date:)	<u>7/20/18</u>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Outreach team is present at cleanup site		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Personnel are ready to identify and collect belongings		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
SPD or WSP officers are present to support cleanup		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Crew is present and ready to support cleanup		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

EXHIBIT D: CLEAN-UP PHOTOS

Field Coordinators are responsible for ensuring that photos are taken to document the clean-up event and saved to the appropriate G: Drive folder. This includes pictures of site conditions, tents, storage, and before/after photos.

- Cross Street Signs
- General Photos of the Encampment
- Photos of Tent ID Numbers
- Individual Tent Contents
- Photos of Storage Bin Contents
- After Photos

SITE OCCUPANCY DATA

Day of Clean-up	Tents	Structures	Bed Rolls	Vehicles	TOTAL COUNT
7/23/18	4	0	0	2	6

STORAGE SUMMARY


Total should equal total in Occupancy Data

TOTAL TENTS/STRUCTURES			
OWNER PRESENT Accepted Storage	1	ABANDONED TENT Content Storable	0
OWNER PRESENT Removed car	2	ABANDONED TENT Content Not Storable	0

TOTAL TENTS/STRUCTURES			
OWNER PRESENT Removed tent but stored contents	0	ABANDONED TENT Storable	0
OWNER PRESENT Asked FC to Discard Tent	2	ABANDONED TENT Not Storable	1

STORAGE TOTALS

Number of Bins	Bikes	Large Luggage Items	Large Items
5	0	0	0

 **EXHIBIT E: STORAGE INFO**

Field Coordinators are responsible for ensuring that we log information about each tent/structure that is at the clean-up site. This includes regular, obstruction and hazard clean-ups.

Exh A - Inspection Photos















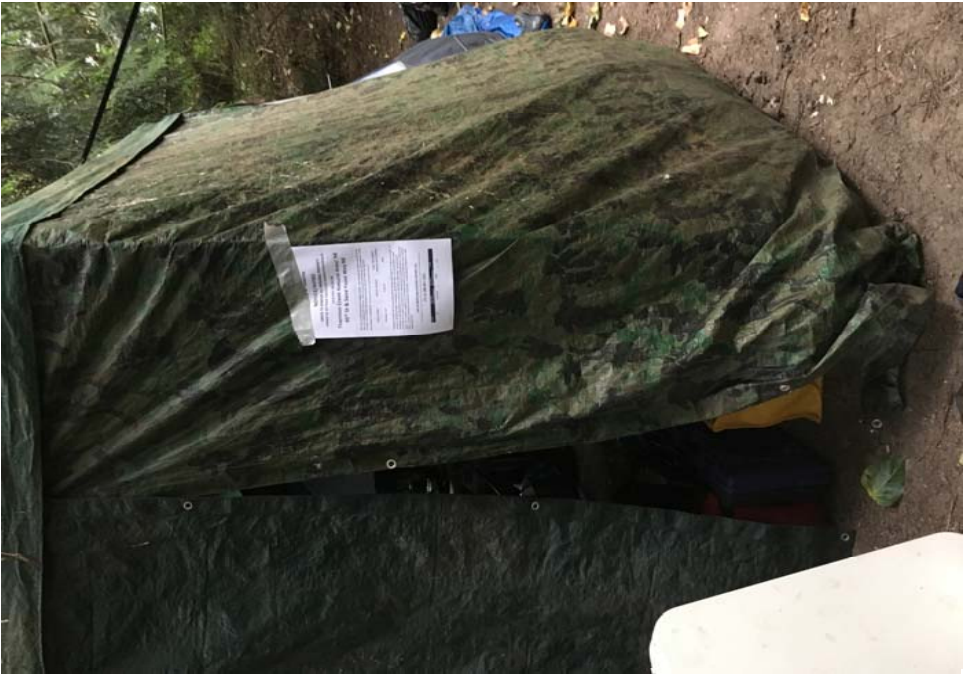


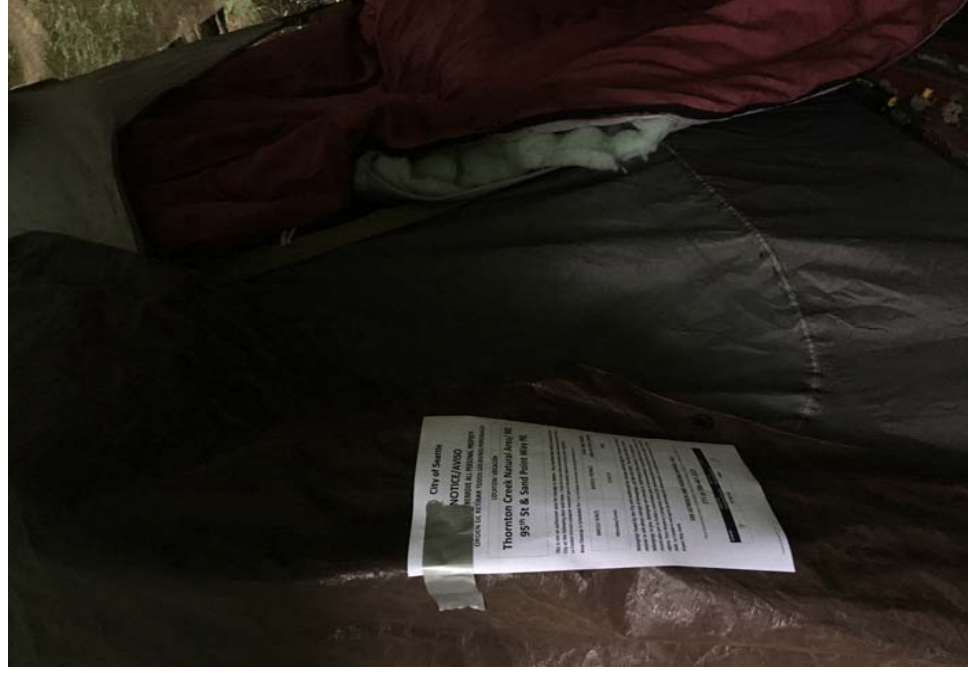
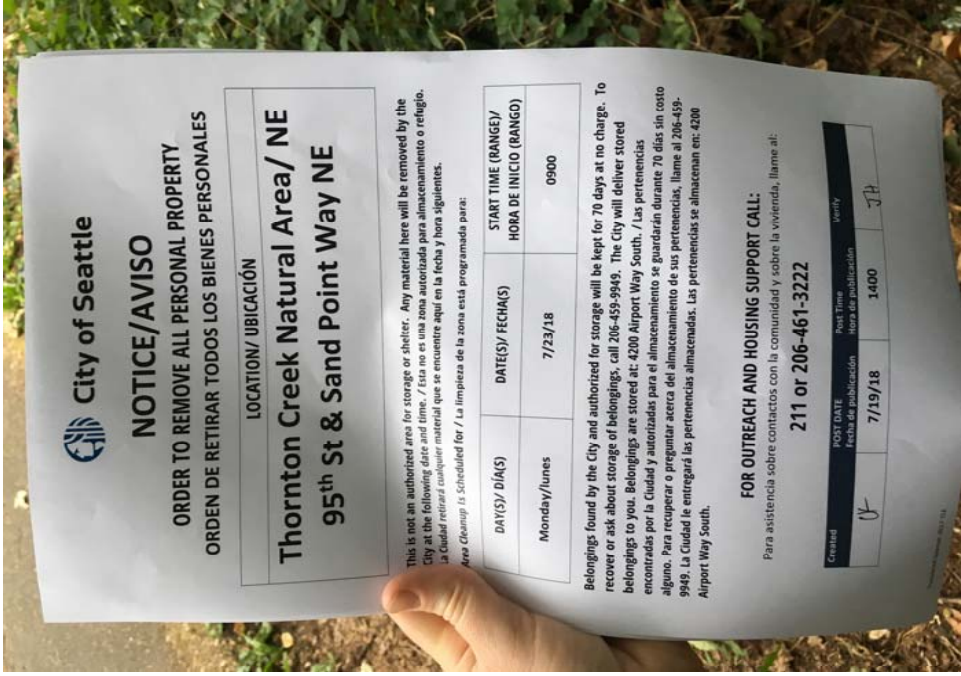




Exh B - Posting Photos









Exh D - Clean Up Photos







07/23/2018 09:27:01



07/23/2018 09:28:45



07/23/2018 09:09:14

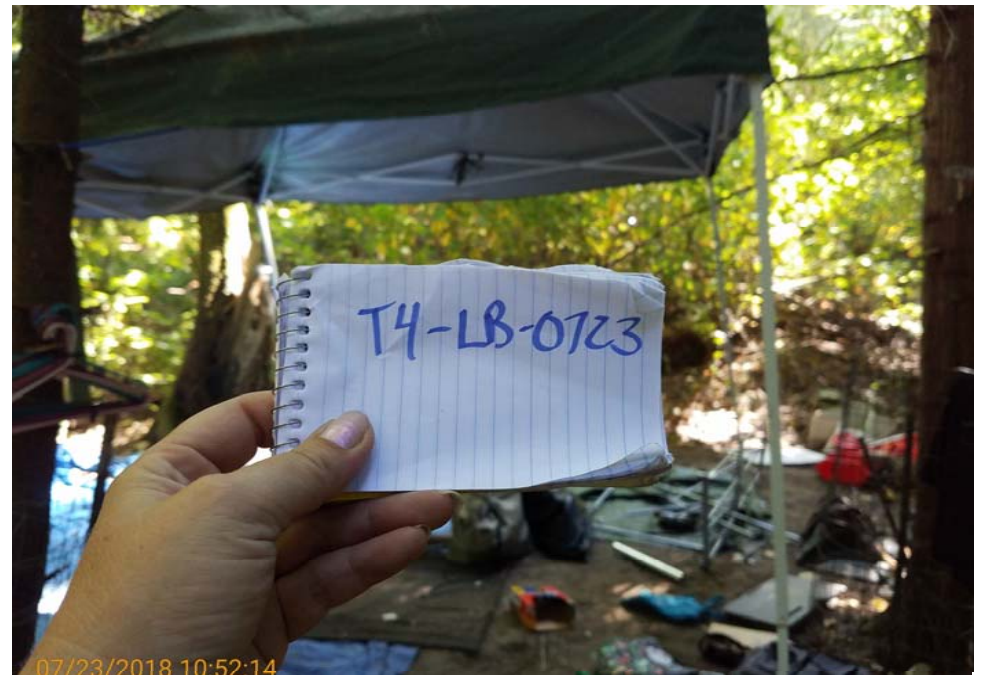
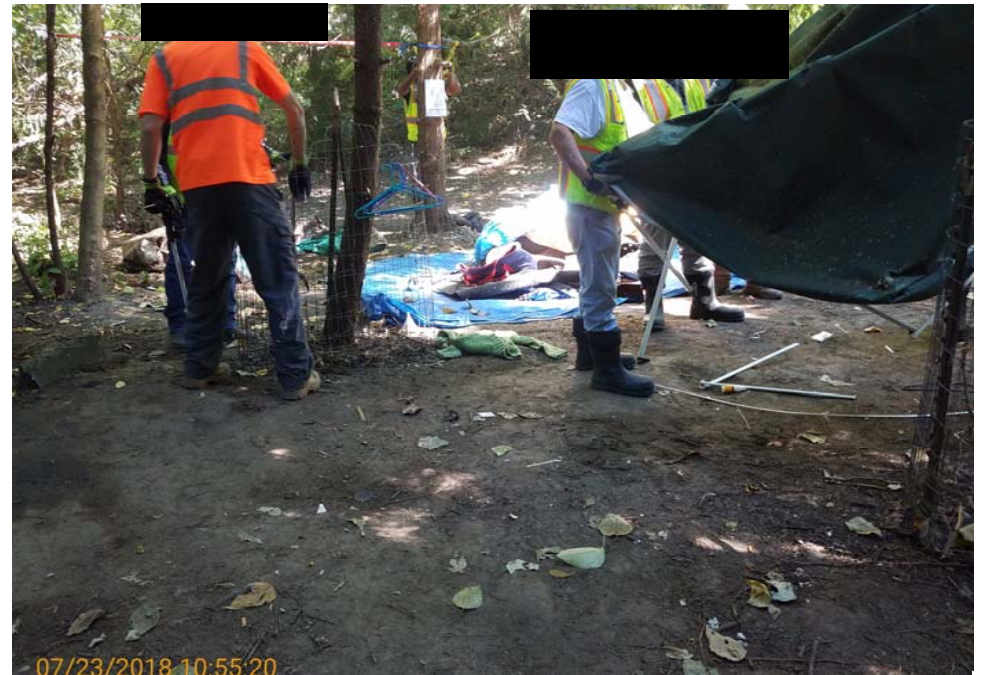


07/23/2018 09:27:05















After Clean Photos







07/23/2018 10:38:07



07/23/2018 10:56:16



07/23/2018 10:38:04



07/23/2018 10:39:31

City of Seattle
NOTICE OF CLEANUP / AVISO DE LIMPIEZA

DATE / FECHA	07/23/18
LOCATION / UBICACION	Thornton Creek Natural Area/NE 95th St & Sand Point Way NE

This is not an authorized area for dumping or other prohibited activities. Material found here was removed by the City of Seattle as part of a cleanup project. If you have any items or belongings that you would like to retrieve, please call the City of Seattle at 206-459-9949.

BELONGINGS ARE IN STORAGE:
Los pertenencias se encuentran en almacenamiento.

YES / SI NO / No

TO RECOVER OR ASK ABOUT BELONGINGS:
PARA RECUPERAR O PREGUNTAR POR Pertenencias, LLAME AL:

CALL: 206-459-9949

Belongings found by the City and authorized for storage will be kept for 90 days in its storage. The City will deliver stored belongings to you. Belongings are stored at 4848 Sand Point Way NE. For more information, please call the City of Seattle at 206-459-9949. Los pertenencias encontradas por la Ciudad y autorizadas para el almacenamiento se guardan en el depósito 70 días en su nombre. La Ciudad le entregará las pertenencias almacenadas. Las pertenencias se guardan en el 4848 Sand Point Way NE.

FOR OUTREACH AND HOUSING SUPPORT CALL:
Para más información, llame al 206-465-3222









07/23/2018 10:26:27

Site Name: Thorton Creek NE 95th & Sandpoint Way

 Date of Clean Up: 07/23/2018

 Field Coordinators are responsible for completing this form as part of the *Site Journal*. You should log the following –

- Tent owners who present and accept storage
- Tent owners who are present and indicate that they want their tent/belongings disposed of
- Abandoned tents or items found in debris that we are storing
- Abandoned tents that we are disposing of

Each tent/structure should occupy one line so we can document if storage was offered, accepted or to explain why we disposed or stored items. After this form is complete, you will use the totals from this form to fill out the Storage Summary and Totals information.

Tent Naming Convention: T#-Initials-MonthDay

Example: T1-JH-0428

Owner Name or Tent/Structure #	Owner Present?	Storage?	Not Storable? <i>Check All That Apply</i>	# of Bins	# of Bikes	# of Luggage	# of Large Items	Short Description
T1-LB-0723	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input checked="" type="checkbox"/> Damaged	0	0	0	0	Tent had 2-3 inches of liquid inside tent on floor so not storable. Other items in tent were also wet
T2-LB-0723	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input type="checkbox"/> N/A	<input type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input type="checkbox"/> Damaged	1	0	0	0	Stored framed glass art piece and 2 prosthetic "calves". Tent was torn, ripped and had curdled milk and spoiled food inside
T3-LB-0723 Owners- [REDACTED] z & [REDACTED]	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input type="checkbox"/> N/A	<input type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input type="checkbox"/> Damaged	4	0	0	0	Owners [REDACTED] asked FC to dispose of tent. They took some items with them and self stored Shoes, clothes, small tv, misc small electric items, camp chairs, 2 sleeping bags No items inside.
T4-LB-0723- Owners- [REDACTED] & [REDACTED]	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Accepted <input checked="" type="checkbox"/> Declined <input type="checkbox"/> N/A	<input type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input type="checkbox"/> Damaged	0	0	0	0	Owners [REDACTED] asked FC to dispose of tent. No items inside.
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input type="checkbox"/> N/A	<input type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input type="checkbox"/> Damaged					
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input type="checkbox"/> N/A	<input type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input type="checkbox"/> Damaged					

Storage Sheet Photos

INVENTORY OF PERSONAL PROPERTY REMOVED FROM ENCAMPMENT

Location of Encampment: Thornton Creek NE 95 & Sand Point Way
 Date of Collection: 07-23-18
 Log Number: 947

Name of Owner (If Party Self Stored): [REDACTED]

Item(s) Description:	Bag Number	Photos Taken by Whom? (Please print and attach)	Date of Posting Notice of Recovered Property	If Partial Inventory/ Remaining in Storage Date Items Removed:
SELF STORED	3			
Clothes, shoes				
Camping chairs (2)	1			
Sleeping bags (2)				
Sm. TV, Sm electronics	1			

947
4BINS

Employee's Signature: *[Signature]* Date: 07-23-18

REQUEST FOR DELIVERY

Delivery Location: _____ Delivery Date: _____

Item(s) Removed from storage by: _____ Date: _____

07/23/2018 15:21:07

INVENTORY OF PERSONAL PROPERTY REMOVED FROM ENCAMPMENT

Location of Encampment: Thornton Creek NE 95 & Sand Point Way
 Date of Collection: 07-23-18
 Log Number: 948

Name of Owner (If Party Self Stored): TA-LB-0723

Item(s) Description:	Bag Number	Photos Taken by Whom? (Please print and attach)	Date of Posting Notice of Recovered Property	If Partial Inventory/ Remaining in Storage Date Items Removed:
2 Knee Prosthetics	> 1 Bag			
1 glass art. in BlackKromo				

948
11BINS

Employee's Signature: *[Signature]* Date: 07-23-18

REQUEST FOR DELIVERY

Delivery Location: _____ Delivery Date: _____

Item(s) Removed from storage by: _____ Date: _____

07/23/2018 15:21:12